

How to Enter an LE (Law Enforcement) Retirement Asset into AssetWorks





















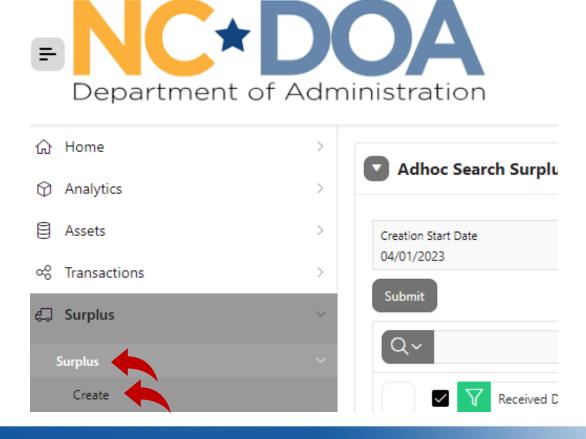






Law Enforcement Retirement sales are for agencies that allow retiring LE Officers to purchase their weapon, or an LE Officer to purchase their retired canine.

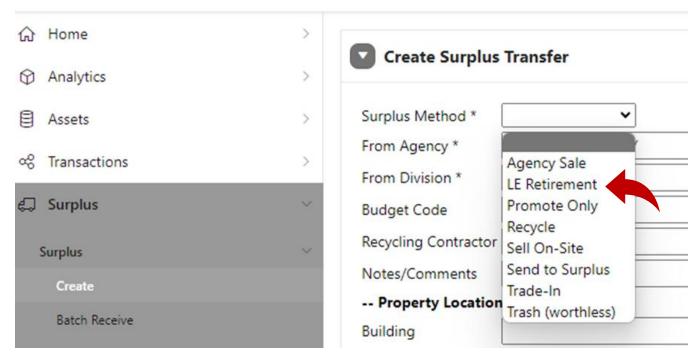
From the Home screen in AssetWorks, click on Surplus, then Create.





Under Surplus Method, click **LE Retirement** from the drop-down box





From Agency: Click on the list icon on the right side of the text box and select which agency is selling the item.

From Division: Click on the list icon on the right side of the text box and select which division is selling the item.

Budget Code: This comes from your fiscal office and determines where the funds from the sale are directed. If you are with a school or municipality that doesn't have a budget code, you may enter zeros.

Recycling Contractor: Leave blank.

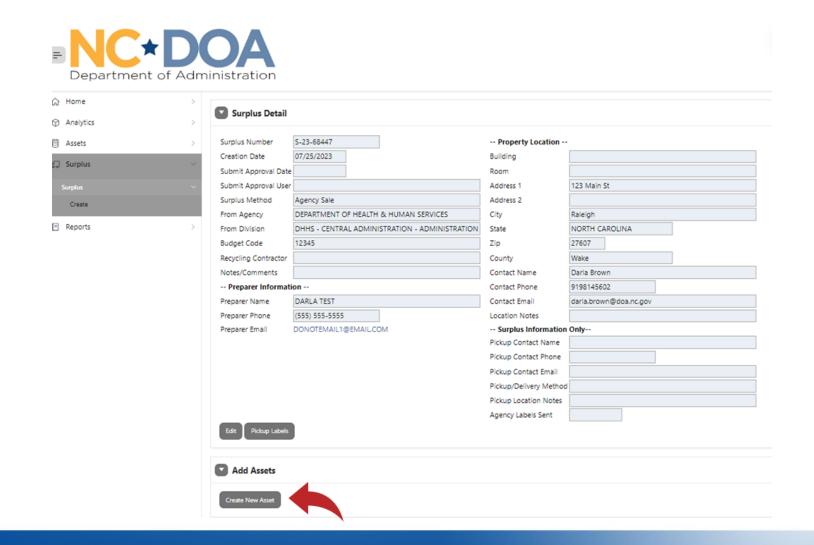
Notes/Comments: Leave blank.

Property Location: Enter the location where the item is located and the Contact name, phone number, and email of the custodian of this item (the person who can answer questions).

Read through the **Hazardous Materials** and **Sensitive Data** information and **click** on the box that you agree to the terms and conditions.

Click Create

Under Add Assets, click Create New Asset





The **Item Number** auto populates.

NC Asset Number – Enter the Fixed Asset Number if there is one.

Class: Click the list icon on the right side of the text box and select the class that matches the item most closely. You can type "weapon" or "canine" into the Search box to help find the class.

Description: Create a title for the item such as "Weapon" or "Canine".

Additional Description: Enter the retiring officer's name, address, phone number, and email.

Quantity: Always 1

UoM (Unit of Measure): Always Each

Minimum Price: Enter the price the item will be sold for.

Summary: Enter the Serial Number, Make, and Model for firearms.

Original Acquisition: Enter the original date of purchase and cost of the item. If you do not know them, enter an estimate and notate that it's an estimate in the **Notes** field.

Click Save & Add Images.

Every item must have at least one attachment.

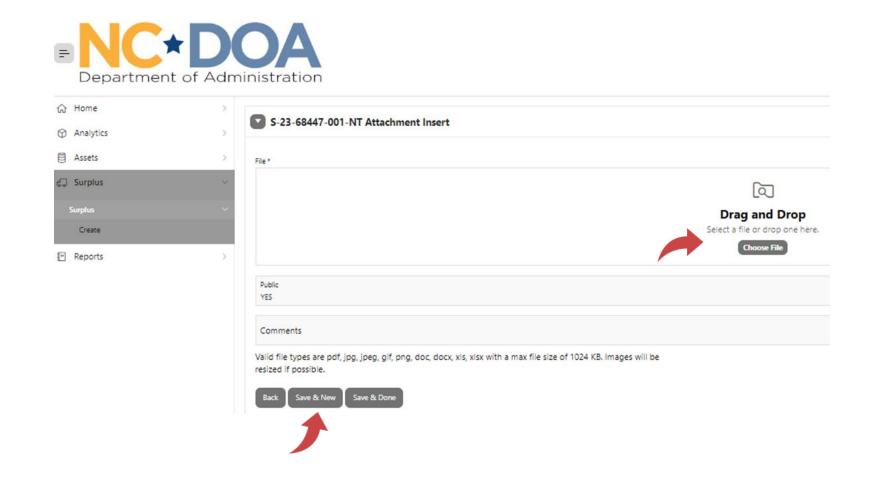
For a retiring LE Officer purchasing their weapon, a black and white photo of the officer must be attached as well as a document stating that the LE Agency requests the sale of the weapon.

For an LE Officer purchasing their retiring canine, a black and white photo of the LE Officer must be attached as well as a document stating that the LE Agency requests the sale of the retiring canine to the officer (or family if deceased).

The document must reflect the serial number and Fixed Asset Number and must be signed by the officer's Commanding Officer authorizing the sale. It must match the information on the Asset created in AssetWorks.

The LE Officer also has to sign an Agreement For Disposition of Dog statement.

Drag and Drop the photo & document or click Choose File to upload one from your computer. Click Save & New to add another attachment.



When the image and the document are uploaded, click **Save & Done**.



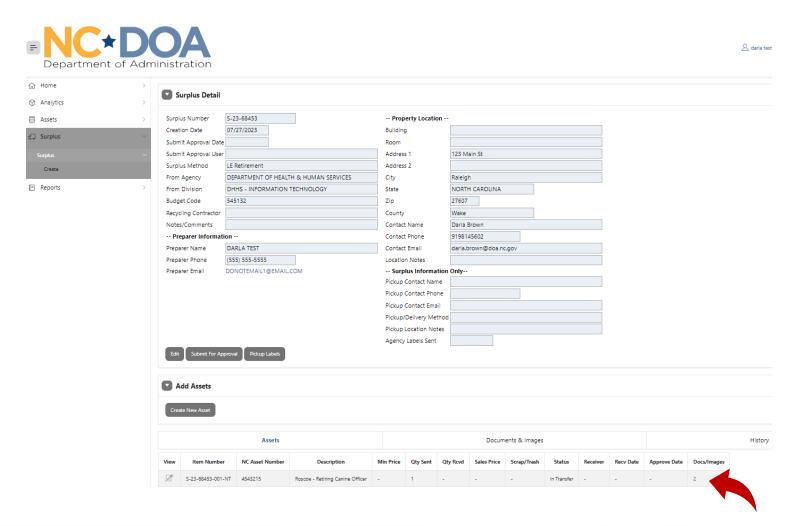
Documents & Images for S-23-68453-001-NT



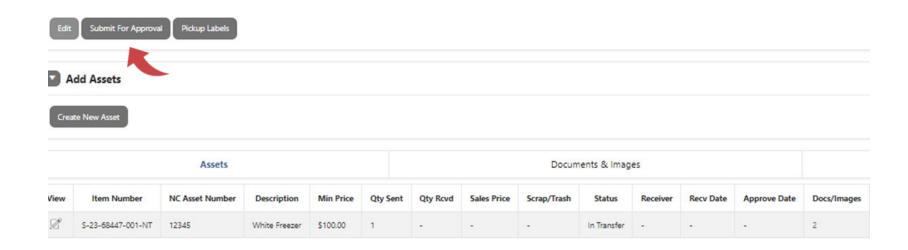


At the bottom of the screen, you will see the Item Number, Asset Number, Description, Price, Status, and the number of Documents.

If you want to view or add to the documents, click on the number under Docs/Images.



Once all items for the transfer are entered, click on **Submit For Approval**



This is your confirmation that it was successfully submitted.



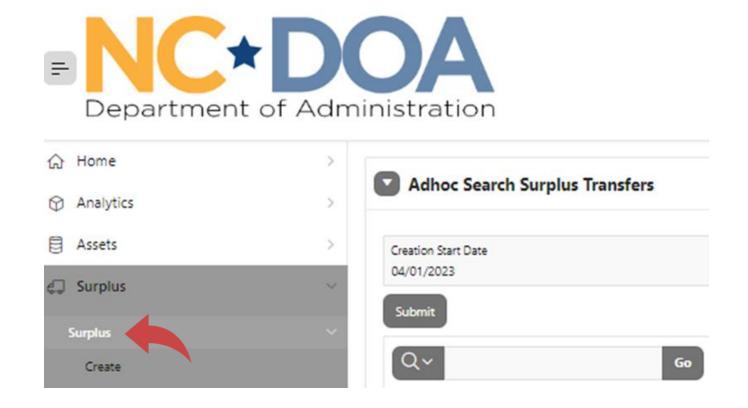
IF YOU ARE AN AGENCY APPROVER...

You will receive an email letting you know you have a transfer to approve.

You may enter the Transfer Number into the Search box on the Home screen.



Or, you could click on **Surplus** from the Home screen.



If there is not a Y in the Approved Flag field, it is waiting to be approved.



Click on the View/Edit icon to select that transfer.



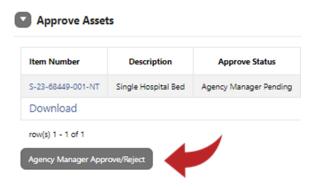
Review the information to make sure it looks correct.

Click on the number under Docs/Images to view the picture.

Assets			Documents & Images							History			
View	Item Number	NC Asset Number	Description	Min Pr	rice Qty Sent	Qty Rcvd	Sales Price	Scrap/Trash	Status	Receiver	Recv Date	Approve Date	Docs/Images
Z	S-23-68451-001-NT	1321546	Springfield Hellcat 9mm Black Micro Co	mpact Pistol \$1.00	1			-	In Transfer			-	1
Z	S-23-68451-002-NT	12345643	Springfield Hellcat 9mm Black Micro Cor	mpact Pistol \$1.00	1				In Transfer		-		1



Click on Agency Manager Approve/Reject

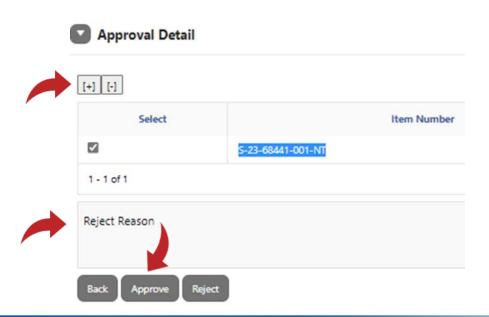




Click on each item you want to approve or click on the [+] icon to select all the items.

Click on **Approve**.

If you need to reject one, click it and hit Reject. When any item is rejected, a **Reject Reason** is required because the person that entered it will need to create a new transfer with the issue corrected.





You will now see that the item is Approved.

Approve Assets

Item Number	Description	Approve Status	Agency Manager Approver	Agency Manager Date	Reject Reason
S-23-68441-001-NT	Chair - broken beyond repair	Approved	DARLA TEST	07/26/2023	-



THANK YOU!

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